

MINUTES

Council meeting - Municipality of Sheenboro

Location: 59, Sheen road, Sheenboro

Date: 03-12-2018 Time: 7:30 PM

Attendance

P R/A

P R/A Attendance Doris Ranger Karen Shea Elaine Déry Χ Χ Lawrence Gleason Χ Χ John Brennan Χ Lorna Brennan Agnesi Χ Richard Bradshaw Χ Dick Edwards Χ

Agenda Items	Discussion
1. Call meeting to order	Mayor Mrs. Doris Ranger calls meeting to order at 7h31 PM.
2. Approval of Agenda	All members have received and read the Agenda. It is suggested to add the following items: 6.9 Credit Line; 12.2 13 ways to kill a community. 01-03-12-2018 Approval of the Agenda Moved by Mrs. Karen Shea to approve the Agenda as modified.
	Adopted
3. Conflict of Interests	No member declares a conflict of interests.
4. Approval of the Minutes: November 5th 2018	All members have received and read the minutes. The members consider it in line with the deliberations that took place. A correction will be made to the numbering in the Varia section and Closing. The word 'concerns' with be add to the radioactive waste dump priority.
	02-03-12-2018 Approval of the minutes: November 5th 2018 Moved by Mr. Richard Bradshaw to approve the minutes of November 5 th 2018 as modified.
	Adopted

5. Questions from the public and visitors	No visitors.
6. Administration	
6.1 Payment of the bills	All members have received the list of bills to pay.
	03-03-12-2018 Payment of the bills Moved by Mr. Lawrence Gleason to pay the bills of the months as listed.
	Adopted
6.2 Adoption code of ethic employee	The Code must be changed, a notice of motion was given previously and a public notice was posted.
	04-03-12-2018 Code of ethic employees Moved by Mrs. Lorna Brennan Agnesi to adopt the By-Law number 03-2018 that modified the Code of ethics and good practice for municipal employees.
	Adopted
6.3 Financial statements 2017	All councillors have reviewed and received the financial statements for the year 2017.
	05-03-12-2018 Financial statements
	2017 Moved by Mr. John Brennan that Council acknowledges the deposit on November 20th 2018 of the financial statements for the year 2017.
	Adopted
6.4 Council meetings calendar 2019	A schedule is proposed to the councillors for the year 2019.
	06-03-12-2018 Council meetings calendar 2019 Moved by Mrs. Karen Shea to adopt the meetings calendar for the year 2019 as following: January 7 th ; February 4 th ; March 4 th ; April 1 st ; May 6 th ; June 3 ^t ; July 8 th ; August 12 th ; September 9 th ; October 7 th ; November 4 th ; December 2th.
	Adopted

6.5 Accountant contract renewal

The contract of the accountant should be renewed for the year 2019.

07-03-12-2018 Accountant contract renewal

Moved by Mrs. Lorna Brennan Agnesi to renew Gerard Labelle's contract for 2019 at 9 400.00 \$ plus taxes.

Adopted

6.6 Court date - S. Morris

The municipality received a notice that the court case against Mr. Shamus Morris will be heard on January 14th, 2019. A mandate must be given to the Director General to officially represent the municipality.

08-03-12-2018 Court case with S. Morris

Moved by Mr. Lawrence Gleason that the Director General receives the mandate to represent officially the municipality of Sheenboro in the case opposing with Mr. Shamus Morris.

Adopted

6.7 Christmas office hours

It is suggested to close the office during the Christmas holidays. The Director General would like to take her last week of vacation during the Holidays.

09-03-12-2018 Christmas office hoursMoved by Mrs. Karen Shea that the municipal office will be closed from December 21th 2018 to January 7th 2019.

Adopted

6.8 Municipal truck

It is suggested that the foreman now parked the truck of the municipality in the garage after his working hours.

The Director General sent some information on the fuel and maintenance costs for the truck. She suggests to reduce these costs. Also, the truck has lots of rust and the cabin presents openings. This is not safe for the user.

It is suggested to ask quotations for a new 3/4 tons truck.

Some members are suggesting to wait until the municipality will purchase a new truck before asking the foreman to park it in the garage.

10-03-12-2018 Municipal truck

Moved by Mrs. Karen Shea that, starting on January 2st 2019, the Municipal Foreman will leave the truck in the storage shed after his working hours and when he is not on duty.

A vote is asked on the motion:

3 against 4 in favor

Adopted

6.9 Credit Line

After a review of the financial situation and the fact that the municipality must engage a lot of funds to complete the projects with the CNL budget, it is suggested to increase the credit line at \$ 300 000.00. All members are in agreement.

11-03-12-2018 Increase of the credit line

Moved by Mr. John Brennan to mandate the Director General to make a request to the Centre financier Desjardins aux entreprises for the increase of the credit line LC1 of the municipality to a total of 300 000 \$. The persons authorized to sign the documentation related to this request are Mayor Mrs. Doris Ranger and the Director General Mrs. Élaine Déry.

Adopted

7. Economic / Development

7.1 Building renovation

At the meeting with CNL, it has been agreed to finish the renovation of the building (72 hours self sufficiency emergency center) and to purchase a water tank, equipment for the boat and build a ramp for handicaps.

The kitchen and the meeting room will be renovated; appliances and cookware purchased; new flooring; new 42 inches doors with panic set; smoke alarm detectors and emergency exit signs installed.

12-03-12-2018 Building renovation Moved by Mrs. Karen Shea that the municipality proceeds with the proposed

renovation and pay the costs with the CNL budget.

	Adopted
7.2 Boat supplies	It is suggested to purchase equipment for water rescue.
	13-03-12-2018 Boat supplies Moved by Mr. Dick Edwards that the municipality proceeds with the purchase of boat supplies and pay the costs with the CNL budget.
	Adopted
7.3 Asbestos	A quotation has been received. The company is suggesting to encapsulate the asbestos and clean the whole room. It is suggested to ask an inspection during the work in order to get an estimate of the costs to remove the furnace, ducts and all the asbestos.
	14-03-12-2018 Asbestos Moved by Mr. Dick Edwards that the municipality proceeds with the contract to clean and encapsulate the asbestos material. Adopted
7.4 10 hectares	It was suggested to ask a legal advice related to the changes for the 10 hectares and the F-16 and the obligations of the municipality on roads maintenance and snow removal towards permanents residents. Considering that no new obligation will occur, the Council decided not to proceed.
8. Environment	
8.1 Evolu-Tic contract renewal (recycling)	The contract should be renewed for the recycling for the year 2019.
	15-03-12-2018 Evolu-Tic contract renewal Moved by Mr. Dick Edwards to accept the terms of the new contract with Evolu-TIC and to mandate the Director General, Mrs. Élaine Déry, to sign all necessary documents. Adopted
8.2 Éco-peinture agreement	Éco-peinture will install a specific bin to collect the paint. A new agreement is requested.
	16-03-12-2018 Éco-peinture agreement Moved by Mrs. Lorna Brennan Agnesi to accept the terms of the agreement and to

mandate the Director General, Mrs.
Élaine Déry, to sign all necessary
documents.

Adopted

9. Roads / Publics Works

9.1 Request from Mr. Trevor Miller

On November 8th, a discussion took place with several councillors to review the decision regarding the request made by Mr. Miller. Mr. Miller needs to get a pipe under Perrault road for his new septic installation. The Director General maintains her recommendations: that the contractor follow all specifications in the technologist's plan and engineer's memo; that an agreement must be signed between Mr. Miller and the municipality in respect to liabilities (material and civil); that this agreement should include a clause guaranteeing a monetary fund for the work (money in trust or insurance company letter certifying they will pay for all repairs); this agreement must be drafted by the legal advisor of the municipality.

After discussion, the decision is maintained: Mr. Miller should be reinformed of the terms of this project and to defray the costs of the lawyer for the drafting of the agreement.

9.2 Engineer opinion on Fort William road

The MRC Engineer looked at the sinking problem on Fort William road. In her opinion, the sinking can be attributed to various factors, such as a compaction that was not well done, an erosion under the asphalt, the freeze/thaw action, clay soil, etc. It is difficult to know the exact reason of the sinking without a geotechnical study to confirm the Foundation soils. Since this is a very limited place, there is no structure to this place, this isn't in a curve, and there is no signs of erosion or large cracks, she feels that it is perhaps due to a bad soil compaction, which can also be combined with the action of frost if there are finer materials to that specific location. In order to correct the situation, a local correction would be recommended. To start an excavation of the asphalt in the section or the sinking is present, and a little bigger, and then check the soil. If it is aa acceptable ground – 20 MG, section can

be increased by an additional amount of 20 MG, placed and compacted by following standards, to bring back the ground level. Then a new asphalt can be installed on localized surface. If the soil is not acceptable, it should be excavated and replaced. Depending on the depth to replace, a layer of MG 56 could be placed under the layer of 20 MG. This can depend on the available material.

The water level in the creek near the site may be a cause. It is recommended to look at it during the thaw.

9.3 Double vocation grant

There were 1000 loads from Resolu and Louisiana. Commonwealth only did around 400 loads. A compensation can be asked for Mountain and Sheen roads.

17-03-12-2018 Double Vocation Grant Moved by Mr. John Brennan to ask to the Ministère des Transports, de la Mobilité durable et de l'Électrification des transports a financial compensation for the maintenance of the double vocation roads for a total of 7.8 KM.

Adopted

9.4 Dust suppressant

The contract should be renewed for the dust suppressant for the year 2019.

Since the budget for 2019 allow it, it is suggested to buy more liters in order to cover more roads. The dust suppressant helps to maintain the roads in good condition.

18-03-12-2018 Dust suppressant

Moved by Mr. Lawrence Gleason to renew the agreement with Multi-route for a quantity of 21 000 liters of dust suppressant at \$ 0.335 \$ for a total of \$ 7 035.00 plus taxes for the year 2019.

Adopted

9.5 PPA grant

WHEREAS that the Council of Sheenboro took knowledge of the modalities of application of special projects to improve local roads (PPA) of the Assistance program (PVA);

WHEREAS that the V-0321 form has been completed;

WHEREAS that the work done or the costs are eligible for the PAV;

WHEREAS that the roads for which an application for financial assistance has been granted is eligible to PAV and under municipal jurisdiction;

19-03-12-2018 PPA grant

For these reasons, on the proposal of Dick Edwards, it is unanimously resolved and adopted that the Council of Sheenboro approved expenditures totalling \$ 45 526,69 related to improvements made and mentioned in the V-0321 form, in accordance with the requirements of the Ministère des Transports of Quebec. The municipality will claim the Ministère des Transports an amount subsidized of \$ 30 000.00 for this work.

Adopted

9.6 Logging trucks

Councillor Richard Bradshaw has had a discussion with the police. They can do more surveillance and speed control. It is not certain that this will have the desired outcome with the truckers. A formal complaint was made by the Director General to Resolu. Since then, the trucks seem to respect the speed limit.

10. Public security / Emergency Plan

10.1 Intermunicipal agreement

A new agreement was written. The Joint Committee recommends its adoption by councils.

20-03-12-2018 Intermunicipal agreement

Moved by Mrs. Lorna Brennan Agnesi to accept the new intermunicipal agreement for fire safety with the municipality of Waltham and to designate the Mayor and the Director General to sign it.

Adopted

10.2 Fire safety cover plan

WHEREAS the 5th year of fire safety cover plan for the Pontiac MRC ended on October 9th, 2016;

WHEREAS the revised fire safety cover plan came into effect on May 1st 2018;

WHEREAS year 1 of the revised fire safety cover plan ended on April 30th 2018;

WHEREAS article 35 of the Fire safety act states that an activity report for the previous year must be prepared, adopted by resolution and sent to the minister each year;

WHEREAS during the transition period that began on October 10, 2016 and ended on the date of the coming into force of the revised cover plan, on May 1, 2017, the MRC and its municipalities continued steps to maintain the exemption of liability provided for in section 47 of the Fire safety Act.

21-03-12-2018 Fire safety cover plan

Moved by Mrs. Lorna Brenan Agnesi and resolved to adopt the annual report for year 1 of the revised fire safety cover plan and to transmit this report to the minister. Furthermore, this report will include the steps taken during the transition period between the first cover plan and the revised cover plan.

Adopted

10.3 Water tank

Like mentioned before, it is suggested to buy and install a water tank to meet the fire safety covering plan.

22-03-12-2018 Water tank

Moved by Mr. Lawrence Gleason that the municipality proceeds with the purchase and installation of a water tank and pay the costs with the CNL budget.

Adopted

10.4 Support disaster preparedness program

The municipality can get a financial support from the Ministère de la Sécurité publique for its emergency preparedness plan.

23-03-12-2018 Support disaster preparedness program

Moved by Mr. John Brennan that the municipality applies for financial support from the disaster preparedness program.

Adopted

10.5 Pontiac Ouest Fire Department	Some questions are asked about the
Budget	costs. Some councillors consider the increase too high.
	24-03-12-2018 Pontiac Ouest Fire Department Budget
	Moved by Mr. John Brennan that the municipality receives the Pontiac Ouest Fire Department budget for the year
	2019.
	Adopted
10.6 Certificate Renewal – Dry hydrant	The certificate for the dry hydrant will expire on December 15. The Director General suggests to renew it in order to make repairs over the next year. This would allow better coverage in case of fire.
	25-03-12-2018 Certificate renewal – Dry hydrant
	Moved by Mr. Dick Edwards that the municipality renew the certificate until December 15 th 2019 with the Ministère de la Faune for the amount of 479.75 \$.
	Adopted
10.7 Waltham invoice	A fire occurred on Perrault road on November 15 th . The Fire Chief believed the fire was between the walls. Later, he cancelled Waltham assistance. The municipality has to pay the 3 hours callout for the firefighters.
	26-03-12-2018 Waltham Invoice Moved by Mrs. Karen Shea that the municipality pay an amount of 324.00 \$ to the municipality of Waltham for fire assistance.
	Adopted
10.8 SQ complain form	The form should be available in English at the begging of December. With this form, the residents can fill a complain at the municipal office.
11.Sport & Recreation & Tourism	
	No Item on the agenda.
12. Correspondence	
12.1 2019 Advertising Journal proposal	Councillors prefer to do the same as this year.
	27-03-12-2018 Advertising Journal proposal Moved by Mrs. Karen Shea that the municipality refuses the advertising

	journal proposal from the Pontiac journal for the year 2019.
	Adopted
12.2 13 ways to kill a community	This conference will be held on Wednesday January 30 th 2019 from 9:00 AM to 4:00 PM. The MRC Pontiac's Strategic Plan initiative will be launched in the afternoon. The cost for the conference is 30.00 \$ per person. Doris Ranger will send the names to the MRC. Mrs. Lorna Brenan Agnesi, Mr. Richard Bradshaw, Mrs. Doris Ranger and Mrs. Élaine Déry are interested to attend the conference.
13. Varia	
13.1 MRC Youth council	Ms. Maggie McDonald is interested to represent Sheenboro at this committee. All councillors agree. 28-03-12-2018 MRC Youth council Moved by Mrs. Karen Shea that Ms. Maggie McDonald represents the municipality of Sheenboro at the MRC Youth council. Adopted
14. Closing of meeting	29-03-12-2018 Closing of meeting Moved by Mr. Richard Bradshaw to close the meeting at 10:14 PM. Adopted
	Mayor – Mrs. Doris Ranger:
	Director General – Mrs. Élaine Déry: